

Renewal & CPE FAQs

1) Every time I try to renew on-line I get an “invalid license” message.

Answer: Check to see if the zip code they are using is the same as what we have as the mailing address zip code.

Answer: Which license are you trying to renew? Firms and PAs have to use the drop down bar to select the proper profession.

2) I received a message saying I have paid my renewal fee but there is a “deficiency, staff processing required”.

Answer: There is no deficiency but the Board staff have to review the answers to the renewal questions before approving the application.

3) Where do I report CPE?

Answer: You are no longer required to report CPE unless you are audited in the Spring.

4) Do I submit my CPE, if so, where?

Answer: You do not submit CPE, maintain you documentation for 5 years in case you are audited.

5) How many carryover CPE hours can I use?

Answer: You can use up to 24 CPE hours as carryover from the previous reporting period (2004-2005). They must be CPE an excess of the previous year's requirements and can only be applied to the overall current total. Carryover can not be used to fulfill the current technical requirement.

6) How many Ethics CPE hours is required for me this year?

Answer: You must complete 4 hours of Ethics CPE. At least one hour must be State-Specific.

7) Where do I get my Ethics CPE?

Answer: General Ethics CPE can be obtained through any approved CPE sponsor. State Specific CPE must be obtained through one of three approved sponsors.

8) Can I have a paper renewal?

Answer: Yes, you may. It will take 7 -10 days to receive through the mail. Do you have a fax number or an e-mail address I can use to send it to you? Just to remind you, it takes 7 -10 days to return your renewal in the mail.

9) Can I come to the office for a renewal and pay my fee?

Answer: Yes. (Give instructions if needed)

10) If a licensee changes his or her status from Active to Inactive, should the change take place before 12/31 of the renewal year?

Answer: Status changes should be turned in prior to expiration of the license.